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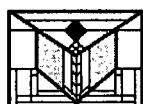
Kathleen Veit
01/14/2004 09:33 AM

To: Renee Dagseth/R10/USEPA/US@EPA
cc:
Subject: Re: 1st stab at UC funding options

This looks good. I'd suggest you add something about requiring the PRP to fund CAG facilitator or TAG like grant. The latter is what we did at KPC in Alaska--that Andi would know more about. She is out this morning, but will be back this afternoon.

Kathleen Veit, Manager
Community Involvement Unit
Region 10, US Environmental Protection Agency

Renee Dagseth



Renee Dagseth
01/14/2004 08:14 AM

To:
cc: David Croxton/R10/USEPA/US@EPA, Sally
Thomas/R10/USEPA/US@EPA, Monica Tonel/R10/USEPA/US@EPA,
Kathleen Veit/R10/USEPA/US@EPA
Subject: 1st stab at UC funding options

Hey y'all, if you have a chance to look at this before 3, please let me know if I'm giving you the kind of information you want in the format you want. Thanks!

We have received requests from the Eastern Washington Council of Governments and the Citizens for a Cleaner Columbia for financial support and a "seat at the technical table" as the RI/FS is developed for the Upper Columbia.

Some issues to keep in mind as we develop options for participation:

- 1) ensuring that participation is inclusive of a diversity of viewpoints
- 2) if we consider giving a grant, the potential grantee's PRP affiliation or PRP funding can constitute a conflict of interest
- 3) the administrative burden on the grantee (accounting, reporting, and other grants requirements).
- 4) who needs to be involved in strictly technical discussions versus participation in informational and decision-making discussions? Clarify the role of the Trustess versus other interested parties.
- 5) defining roles from the outset: who are the decision makers, who provides input, who needs to be informed?

Here are some options:

1. Form a Community Advisory Group (CAG)

The purpose of a Community Advisory Group is to provide a public forum for community members to present and discuss their needs and concerns related to the Superfund decision-making process. Unlike a Technical Assistant Grant (TAG), **EPA does not offer grant funding** through this mechanism. This process is not tied to the NPL status so it is available to the UC site. If a CAG were formed, EPA could provide funding (probably via contract) for a neutral professional facilitator, as well as pay for mailings and other publicity-related services. The Coeur d'Alene Citizens Coordinating Committee is a CAG-like entity which is working well at bringing together persons of diverse opinions. It relies heavily on the services of a facilitator paid for by EPA.

The CAG program is easily adapted to the needs of the site. Membership of the CAG can be formed in a variety of ways. One scenario could involve forming a panel

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consisting of EPA, State, local, and Tribal government representatives and other organizations. That panel could nominate membership of the CAG. EPA quickly could access 80 hours of facilitation via an existing HQ contract.

The advantage of using the CAG process is that it is available to us immediately. The dollar costs to Region 10 initially would be minimal. While the CAG process would require a significant investment on the part of Region 10 staff, that investment will have to be made under any scenario to get an acceptable participatory process off the ground. Eventually, the Region would have to find contract dollars to fund a facilitator and cover other costs associated with running meetings. PRPs and local governments can contribute to the administrative costs of this process too. The shortcoming of this option is that it does not provide money for a technical advisor.

2. Technical Outreach Services for Communities. (TOSC)

The TOSC program could be used independently or in conjunction with a CAG. An OSWER grant supports a program which provides staff from Oregon State University and Stanford University to communities free of charge. The purpose of the TOSC program is to help communities understand complex issues associated with hazardous substance contamination. TOSC staff answer questions about potential health effects and possible cleanup technologies; assist communities as they interact with regulators; hold community workshops and provide educational materials about human health, environmental risks, and regulations; and, review and explain technical reports.

TOSC staff are unlikely to serve a long term role as technical advisors for the site therefore their input would be most valuable if it were provided in the early stages of the RI/FS process, helping the participants to frame the issues of greatest interest or concern and to understand where and how they can have the most influence.

3. Ecology Public Participation Grant.

The Department of Ecology does provide public participation grants however they are mid-way through their two year cycle and these grants will not be competed again until 2005. The Lake Roosevelt Forum is a current grant recipient. [More information coming.]

4. EPA Technical Assistance Grant (TAG)

A TAG is not available unless the site is proposed for listing. TAGs are not available to government entities or those with PRP affiliations.


5. EPA contract support and CIC support.

EPA could direct its contractor to provide plain-English summaries of technical documents and to answer questions from community members. We likely would want to designate certain persons in the community to be the primary contacts and gatekeepers with respect to contractor access. Limiting access to the contractor could be problematic. The CIC can also help with plain English fact sheets and with organizing meetings however this would likely appear to be an EPA controlled process and thus unworkable in the long run.

6. Outside funding. The EWCOG and community groups can look to the PRP or apply to foundations for grants for technical advisor.

7. Grants to county governments. Under CERCLA 104 (b)(1), EPA can provide cooperative agreements to governments for capacity building and other assistance. This has been done in the Coeur d'Alene Basin where one county administers the grant on behalf of the three recipient counties. The counties could hire a technical advisor with this money. We would need to look at the PRP funding issue as well as the counties' ability to administer the grant. Money would have to be found in the Region half way through the year for this grant and we would need to look at other funding options for community/environmental groups to provide equal opportunity for diverse viewpoints to be represented. [More information coming]

Source of funding? - pipeline

 WRHSRC	Western Region	OREGON STATE UNIVERSITY
	Technical Outreach Services for Communities (TOSC)	
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About TOSC

Overview

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Overview

Technical Outreach Services for Communities (TOSC) is a program providing free help to communities affected by hazardous substance contamination. We are staffed by university faculty and technical outreach specialists and are a part of the Western Region Hazardous Substance Research Center at Oregon State University.

TOSC staff can help communities by:

- Answering questions about potential health effects and possible cleanup technologies for hazardous waste sites.
- Assisting communities as they interact with regulators and others involved in a cleanup effort.
- Holding community workshops and providing educational material about human health, environmental risks, and regulations.
- Reviewing and explaining technical reports.

"Never doubt that a small group of thoughtful, committed citizens can change the world... indeed it's the only thing that ever has."

Margaret Mead

TOSC is an educational program and helps communities understand complex issues but is not a lobbying or advocacy group. One of our priorities is to work with minority and low-income communities.

Contact Information

There are four ways to contact TOSC:

By telephone: (toll free)
1-800-653-6110
or 541-737-4032

By email: tosc@enr.orst.edu

By fax: 541-737-2735

By mail: TOSC
210 Strand Agricultural Hall
Oregon State University
Corvallis, OR
97331-2208



Management

The Western Region TOSC Program is part of the Western Region

Hazardous Substance Research Center (WRHSRC) -- a research partnership between Oregon State University (Corvallis, OR) and Stanford University (Stanford, CA). TOSC staff are located at Oregon State in the The Center for Water and Environmental Sustainability (CWESt).

The WRHSRC is one of five Hazardous Substance Research Centers located at universities around the country. Their mission is to encourage the development of better and safer methods for assessment and clean up of hazardous substances. Each regional center manages two outreach programs for communities in their region:

- Technical Outreach Services for Communities (TOSC) assists communities affected by hazardous waste sites or other types of environmental contamination.
- Technical Assistance to Brownfields Communities (TAB) assists communities hoping to cleanup and redevelop brownfields - properties that have been damaged or undervalued by real or perceived environmental contamination. For more information about TAB visit the program website.

Service Area

The Western Region TOSC program provides assistance to communities in Alaska, Arizona, California, Guam, Hawaii, Idaho, Micronesia, Marianas Islands, Nevada, Oregon, Samoa, and Washington. These are the states and territories within US Environmental Protection Agency Regions 9 and 10.

Communities located in other parts of the country may be eligible for assistance from TOSC programs at other regional centers. You can visit the National TOSC website for more information and links to TOSC programs in other regions.

Funding


TOSC is funded by a grant from the US Environmental Protection Agency, Office of Solid Waste and Emergency Response. We submit annual grant reports to the agency but we are not EPA employees and do not have any regulatory responsibilities. The most recent TOSC grant was awarded in 2001 and will end in 2006.

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Technical Outreach Services for Communities
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WRHSRC

Western Region
**Technical Outreach Services
for Communities (TOSC)**

OREGON STATE UNIVERSITY

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Working with TOSC

[TOSC's Services](#)[Step-by-step Guide](#)[Frequent
Questions](#)

TOSC's Services

TOSC can help communities with hazardous substance concerns in three main ways. We can:

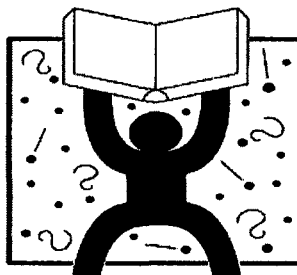
1. Review and explain technical reports.
2. Help community members work effectively with regulators and other stakeholders.
3. Answer questions and provide educational workshops about health concerns, the cleanup process, and environmental regulations.

The paragraphs below provide details about each of these services. If you have an idea of something you would like help with, please contact us -- we'll be glad to talk with you.

1. Help with Technical Reports

The reports that identify hazardous substance contamination and cleanup plans can be long, technical, and confusing. How can a community be an active participant in the cleanup process if the reports are so hard to understand?

TOSC staff have technical backgrounds and strong communication skills. We can review documents such as cleanup proposals and site assessments and help communities understand them. We provide an outside perspective -- we are from a university and are not part of the regulatory agencies or other groups involved with the site.



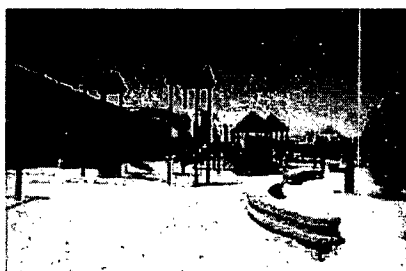
Our staff members have backgrounds in civil engineering, public health, environmental regulation, and environmental cleanup. We can also draw on the expertise of the university faculty at our parent center, The Western Region Hazardous Substance Research Center (WRHSRC).

Two examples:

- In Tempe, AZ a community was concerned about health effects of air emissions from a foundry. TOSC reviewed emissions monitoring data and risk assessment reports and helped the community understand them. TOSC also provided comments to regulators and was later asked to help develop an emissions monitoring plan.
- In San Francisco, CA, The Restoration Advisory Board (RAB) for the US Army's Presidio Military Installation asked TOSC to research and review alternative cleanup methods for the site. TOSC was able to help the RAB by providing an outside perspective and additional technical expertise.

2. Help with Communication

TOSC staff can help community members effectively communicate their concerns to regulators and other stakeholders. For example, TOSC staff can provide training in conflict resolution or "coach" community members in ways to strengthen their leadership and communication skills. We often accompany community members to public meetings.



up and converted to a park.

An example:

In Oakland, CA TOSC is participating in a series of mediation sessions between the Chester Street Block Club Association and the State of California. The community filed an environmental justice complaint about the way a neighborhood site was cleaned

3. Workshops and other Educational Materials

TOSC and TAB can provide information to the community in the form of fact sheets and workshops. We have given community workshops on topics such as:

- health concerns,
- environmental risks and risk assessment,
- the regulatory process, and
- potential cleanup technologies.

An example:

TOSC created a fact sheet on perchloroethylene (PCE) for a community in Santa Rosa, CA. Their groundwater had been contaminated with the substance and they wanted a two page information sheet they could give out to neighbors. The sheet explained what PCE is, its potential health effects from typical water uses in the community, and how contamination can be cleaned up.

You can view the fact sheet as pdf document (you need the free software program [Adobe Acrobat Reader](#) to open it).



Link to more information about working with us --

- Read a [Step-by-step Guide](#) about getting started with TOSC.
- Read answers to [Frequent Questions](#) about TOSC.

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U.S. Environmental Protection Agency

Superfund Community Involvement
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[Technical Assistance Grants \(TAGs\)](#)
[Community Advisory Group \(CAG\)](#)
[Superfund Job Training Initiative \(SuperJTI\)](#)
[Community Involvement Toolkit](#)
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What is a CAG?

[Does My Community Need a CAG? | How Do We Create a CAG? | CAG Membership | Operating a CAG | How Can I Get More Information?](#)

A Community Advisory Group (CAG) is made up of representatives of diverse community interests. Its purpose is to provide a public forum for community members to present and discuss their needs and concerns related to the Superfund decision-making process. A CAG can assist EPA in making better decisions on how to clean up a site. It offers EPA a unique opportunity to hear—and seriously consider—community preferences for site cleanup and remediation. However, the existence of a CAG does not eliminate the need for the Agency to keep the community informed about plans and decisions throughout the Superfund process.

Does My Community Need a CAG?

CAGs may not be appropriate for every site. CAGs may be beneficial at removal sites, particularly non-time critical removal sites, as well as sites involved in long-term cleanups. They can be formed at any point in the cleanup process. The earlier a CAG is formed, however, the more its members can participate in and impact site activities and cleanup decisions. EPA may assist communities in determining the need for a CAG by helping them evaluate the level of community interest in and concern about site activities. EPA may also examine if there is an existing broad-based group that might function as a CAG.

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How Do We Create a CAG?

A CAG information meeting can be used to introduce the CAG concept to the community. In advance of this meeting, EPA, in conjunction with appropriate State, Tribal, or local governments, would inform and educate the community about the purposes of a CAG and the opportunities for participating in it. This is especially important at sites where there has been relatively limited community participation in the Superfund process.

In many cases, news releases, fact sheets, and public notices in the local news media may be useful for disseminating information about CAGs. Other outreach options—such as flyers, announcements in churches, and personal contacts with community groups or individual citizens—also may be used.

EPA encourages CAGs to be in full operation within six months after the CAG information meeting in order to maximize their effectiveness in the Superfund decision-making process. In the interim, the Agency can assist the community in determining the appropriate size and composition of the CAG, soliciting nominees, and selecting CAG members.

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CAG Membership

How Many People Should Be In Our CAG?

Key Topics

[What is a Community Advisory Group \(CAG\)?](#)
[Where are Community Advisory Groups \(CAGs\)?](#)
[Community Advisory Group Resources](#)

Comm
Interviews
first

The size of a CAG will depend on the needs of the affected community. While it often is difficult to ensure that everyone has an opportunity to participate and to achieve closure in large groups, the CAG should include enough members to adequately reflect the diversity of community interests regarding site cleanup and reuse. Typically CAGs have 15-20 members.

Should Be In Our CAG?

To the extent possible, membership in the CAG should reflect the composition of the community near the site and the diversity of racial, ethnic, and economic interests in the community. At least half of the CAG members should be members of the local community. CAG members should be drawn from among residents and owners of residential property near the site; others who may be directly affected by site releases; Native American tribes and communities; minority and low-income groups; local environmental or public interest groups; local government units; local labor representatives; and local businesses. Facility owners and other PRPs also may be included, but the community may choose to limit the number or designate them as *ex officio* members.

How Are CAG Members Selected?

CAG members may be selected in a number of ways. In some cases, CAGs may be self-selecting. That is, individuals who believe they represent the diverse interests of their community could nominate themselves. An existing group in the community—such as a group with a history of involvement at the Superfund site—could be selected as the CAG for that community if it represents the diverse interests of the community. The local government could select, in a fair and open manner, members of the community to serve on the CAG. EPA, with the involved State/Tribal/local governments, could assist the community in organizing a Screening Panel to review nominations for CAG membership. EPA could review (not approve/disapprove) the Panel's list of nominees and offer advice, as needed, to ensure all community interests are represented. Or, EPA, with the appropriate State/Tribal/local governments, could select a core group that represents the diverse interests of the community. Members of this core group then could select the remaining members of the CAG in a fair and open manner.

Because each community is unique, suitable selection methods will vary; a formal process may not be necessary in every case. The key is to ensure that the CAG will be fully representative of the community and will be able to function effectively as a group.

Do CAG Members Need Any Training?

Many CAG members may require some initial training to enable them to perform their duties. EPA may work with State/Tribal agencies, local government(s), local universities, PRP(s), and others to provide training, prepare briefing materials, and conduct site tours for new CAG members.

What Responsibilities Do CAG Members Have?

Generally, CAG members should be expected to participate in CAG meetings, provide data and information to EPA on site issues, and share information with their fellow community members. They must be prepared to fairly and honestly represent not only their own personal views but also those of the community members they represent.

CAG members may select a Chairperson from within their ranks and determine an appropriate term of office. The primary functions of the CAG Chairperson are to conduct CAG meetings in a manner that encourages open and constructive participation by all members; to ensure that all pertinent community concerns are raised for

consideration and discussion; and to attempt, whenever possible, to achieve consensus among CAG members.

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Operating a CAG

What Should Our CAG Do First?

Each CAG should develop a mission statement describing the CAG's specific purpose, scope, goals, and objectives. Each CAG also should develop a set of procedures to guide day-to-day operations. These procedures should address such topics as how to fill membership vacancies; how often to hold meetings; and the process for reviewing and commenting on documents and other materials.

What About CAG Meetings?

CAG meetings should be open to the public. The meetings should be announced publicly (via display ads in newspapers, flyers, etc.) well enough in advance to encourage maximum participation of CAG and community members. CAG members should determine the frequency and location of CAG meetings based on the needs at their particular site. The format for CAG meetings may vary depending on the needs of the CAG. A basic meeting format might include an update on site status by the project's technical staff; discussion of current issues; a question/answer session that includes audience participation; review of "action items," and discussion of the next meeting's agenda.

What Other Support Can EPA Provide To Our CAG?

EPA, together with State/Tribal/local government(s), local universities, the PRP(s), and others, may assist the CAG with administrative support on issues relevant to the Superfund site cleanup and decision-making process. This may include support for arranging and documenting meetings, preparing and distributing meeting notices and agendas, duplicating site-related documents for CAG review, maintaining CAG mailing/distribution lists, and providing translation and meeting facilitation services when needed. If meeting facilitation is needed, it is preferable to use someone from the community with facilitation experience or a professional meeting facilitator. A neutral facilitator is particularly effective at sites where some controversy is anticipated.

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How Can I Get More Information?

Visit our [Resources](#) section or contact:

Community Involvement and Outreach Center
Office of Emergency and Remedial Response
Leslie Leahy
(703) 603-9929
leahy.leslie@epa.gov

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Last updated on Tuesday, October 21st, 2003
URL: <http://www.epa.gov/superfund/tools/cag/whatis.htm>

